Microsoft Excel MCQ Question Answer

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Question: 1. Which of the following format you can decide to apply or not in AutoFormat dialog box?

Option A. Number format
Option B. Border format
Option C. Font format
Option D. All of above

Question: 2. How can you remove borders applied in cells?ACC

Option A. Choose None on Border tab of Format cells
Option B. Open the list on Border tool in Formatting toolbar then choose first tool (no border)
Option C. Both of above
Option D. None of above

Question: 3. Where can you set the shading color for a range of cells in Excel?

Option A. Choose required color form Patterns tab of Format Cells dialog box
Option B. Choose required color on Fill Color tool in Formatting toolbar
Option C. Choose required color on Fill Color tool in Drawing toolbar
Option D. All of above

Question: 4. You can set Page Border in Excel from

Option A. From Border tab in Format Cells dialog box
Option B. From Border tool in Formatting toolbar
Option C. From Line Style tool in Drawing toolbar
Option D. You can not set page border in Excel

Question: 5. When all the numbers between 0 and 100 in a range should be displayed in Red Color, apply

Option A. Use =if() function to format the required numbers red
Option B. Apply Conditional Formatting command on Format menu
Option C. Select the cells that contain number between 0 and 100 then click Red color on Text Color tool
Option D. All of above

Question: 6. You can check the conditions against _____ when applying conditional formatting

Option A. Cell value
Option B. Formula
Option C. Both of above
Option D. None of above

Question: 7. Which of the following is not true regarding Conditional Formatting?

Option A. You can add more than one condition to check
Option B. You can set condition to look for Bold and apply Italics on them
Option C. You can apply Font, border and pattern formats that meets the specified conditions
Option D. You can delete any condition from Conditional Formatting dialog box if it is not requried

Question: 8. Which of the following is invalid statement?

Option A. Sheet tabs can be colored
Option B. Some picture can be applied as a background of a sheet
Option C. You can set the column width automatically fit the amount of text
Option D. The width of a row and be specified manually or fit automatically

Question: 9. You can use the formula pallette to

Option A. format cells containing numbers
Option B. create and edit formula containing functions
Option C. enter assumptions data
Option D. copy a range of cells

Question: 10. When a range is selected, how can you activate the previous cell?

Option A. Press the Alt key
Option B. Press Tab
Option C. Press Enter
Option D. None of above

Question: 11. Which tool you will use to join some cells and place the content at the middle of joined cell?

Option A. From Format Cells dialog box click on Merge Cells check box
Option B. From Format Cells dialog box select the Centered alignment
Option C. From Format Cells dialog box choose Merge and Center check box
Option D. Click on Merge and Center tool on formatting toolbar

Question: 12. Tab scroll buttons are place on Excel screen

Option A. towards the bottom right corner
Option B. towards the bottom left corner
Option C. towards the top right corner
Option D. towards the top left corner

Question: 13. The Name box on to the left of formula bar

Option A. shows the name of workbook currently working on
Option B. shows the name of worksheet currently working on
Option C. shows the name of cell or range currently working on
Option D. None of above

Question: 14. Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?

Option A. work sheet
Option B. chart sheet
Option C. module sheet
Option D. data sheet

Question: 15. The command Edit >> Fill Across Worksheet is active only when

Option A. One sheet is selected
Option B. When many sheets are selected
Option C. When no sheet is selected
Option D. None of above

Question: 16. Which of the following series type is not valid for Fill Series dialog box?

Option A. Linear
Option B. Growth
Option C. Autofill
Option D. Time

Question: 17. Which of the following you can paste selectively using Paste Special command?

Option A. Validation
Option B. Formats
Option C. Formulas
Option D. All of above

Question: 18. Paste Special allows some operation while you paste to new cell. Which of the following operation is valid?

Option A. Square
Option B. Percentage
Option C. Goal Seek
Option D. Divide

Question: 19. Edit >> Delete command

Option A. Deletes the content of a cell
Option B. Deletes Formats of cell
Option C. Deletes the comment of cell
Option D. Deletes selected cells

Question: 20. To remove the content of selected cells you must issue _____ command

Option A. Edit >> Delete
Option B. Edit >> Clear >> Contents
Option C. Edit >> Clear >> All

Option D. Data >> Delete

Question: 21. The Delete key of keyboard is assigned to which command in Excel?

Option A. Edit >> Clear >> Contents
Option B. Edit >> Clear >> All
Option C. Edit >> Delete
Option D. All of above

Question: 22. If you need to remove only the formatting done in a range (numbers and formula typed there should not be removed), you must

Option A. From Edit menu choose Clear and then Formats
Option B. From Edit menu choose Delete
Option C. Click on Remove Formatting tool on Standard Toolbar
Option D. Double click the Format Painter and then press Esc key in keyboard

Question: 23. By default Excel provides 3 worksheets. You need only two of them, how will you delete the third one?

Option A. Right click on Sheet Tab of third sheet and choose Delete from the context menu
Option B. Click on Sheet 3 and from Edit menu choose Delete
Option C. Both of above
Option D. None of above

Question: 24. Which of the following action removes a sheet from workbook?

Option A. Select the sheet, then choose Edit >> Delete Sheet
Option B. Select the sheet then choose Format >> Sheet >> Hide
Option C. Both of above
Option D. None of above

Question: 25. While Finding and Replacing some data in Excel, which of the following statement is valid?

Option A. You can Find and Replace within the sheet or workbook
Option B. Excel does not have option to match case for find
Option C. Both are valid
Option D. None are valid

Question: 26. Which of the following is not true about Find and Replace in Excel

Option A. You can search for bold and replace with italics
Option B. You can decide whether to look for the whole word or not
Option C. You can search in formula too
Option D. You can search by rows or columns or sheets

Question: 27. You can move a sheet from one workbook into new book by

Option A. From Edit menu choose Move or Copy sheet, mark the Create a ccopy and Click OK

Option B. From Edit menu choose Move of Copy then choose (Move to end) and click OK

Option C. From Edit menu choose Move or Copy then select (new book) from To Book list and click OK

Option D. None of above

Question: 28. What is the short cut key to replace a data with another in sheet?

Option A. Ctrl + R

Option B. Ctrl + Shift + R

Option C. Ctrl + H

Option D. Ctrl + F

Question: 29. Comments put in cells are called .....

Option A. Smart Tip

Option B. Cell Tip

Option C. Web Tip

Option D. Soft Tip

Question: 30. Comments can be added to cells using ......

Option A. Edit -> Comments

Option B. Insert -> Comment

Option C. File -> Comments

Option D. View > Comments

Answer Sheet

1	D	
2	C	
3	D	
4	D	
5	B	
6	C	
7	B	
8	D	
9	B	
10	D	
11	D	
12	B	
13	C	
14	D	
15	B	
16	D	
17	D	
18	D	
19	D	
20	B	
21	A	
22	A	
23	A	
24	A	
25	A	
26	D	
27	C	
28	C	
29	B	
30	B	